

DRAFT

21 JUL 71

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support  
Deputy to the DCI for National Intelligence  
Programs Evaluation  
Director of National Estimates  
General Counsel  
Inspector General  
Legislative Counsel

SUBJECT : Response to Requests for Agency Officials  
as Guest Speakers

REFERENCE : Memo frm Ex Dir to above addres, dtd  
19 Mar 71, same subject

25X1A

1. I am sending the attached letter to the head of each of the U. S. Government facilities to which we regularly provide Agency officers to address groups attending various types of training programs. You will note that I am asking each of them to address his requests to the Director of Training. This is a further step to implement the provisions of [REDACTED] and to establish a central reference point for recording requests and maintaining information on the Agency's guest speaker activity. The need for a central point of record has become more apparent in view of the fact that approximately 600 requests were fulfilled during the past fiscal year and that, in many instances, they were fulfilled without official approval--in a few instances, by officers not fully qualified to handle the requirement.

2. In establishing the Office of Training as the central point for requests, I am not limiting Agency officers from accepting invitations nor limiting your responsibility for arranging speakers in response to requests. When a request is received by the Director of Training and it identifies a particular officer to fill the engagement, the Director of Training will send it to the Deputy Director in whose component the

officer is assigned. If no one is identified, then the Director of Training will send the request to the Deputy in whose component there is the capability to represent the Agency. It will be the respective Deputy's responsibility to handle the request, that is, to approve the speaker if already identified, or to select one, and then complete the necessary administrative details. As I mentioned in the referent, you should not hesitate to decline an invitation if you have good reason.

3. The speaker you assign will notify the OTR Guest Speaker Coordinator of his acceptance and, upon return from the engagement, if there were any untoward incidents or unusual reactions, he will inform the Coordinator.

L. K. White  
Executive Director

Atts

- a. letter
- b. list of training facilities



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

Dear

Recent experience indicates that the number of invitations for officials of this Agency to address groups at institutions such as yours is on the increase. We wish to respond to these requests when we can, but to avoid possible conflicts in scheduling our officers I ask that you address your requests for speakers to the Director of Training, Central Intelligence Agency.

This modification to our procedure is not intended to restrict you in any way in asking for an officer whom you know from a previous engagement or whose professional qualifications are thought to fit your requirements. In all requests, however, I ask that you provide sufficient information on the course or program in which our representative will participate so that we can respond appropriately.

Thank you for your cooperation. I am confident it will assist us in meeting your requirements.

Sincerely,

L. K. White  
Executive Director

Attachment

Training Facilities

Air War College

Agency for International Development

Armed Forces Staff College

Army War College

Defense Intelligence School

Department of State (for the Intelligence and Foreign Policy Course)

Federal Executive Institute

Defense Senior Interpretation and Application Training Program

Foreign Service Institute

Industrial College of the Armed Forces

International Police Academy

National Interdepartmental Seminar

National Security Agency

National War College

Naval War College

U. S. Army Intelligence School

USA JFK CMA - Fort Bragg, N. C.

USAF Special Operations School, Eglin AFB, Florida

USAF Academy



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INTERNAL



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SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Response to Requests for Agency Officials as Guest Speakers

FROM:

Director of Training  
819 - 1000 Glebe

EXTENSION

3245

NO.

DATE

23 July 1971

DRAFT  
Not Sent

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Asst. Ex. Dir. - Compt.  
7 D 59, Hqs.

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In the memo to the Deputies, I mention the OTR Guest Speakers Coordinator. It was OTR's curriculum Council that concluded a focal point officer was necessary to coordinate scheduling Agency officers used in OTR's courses. Since May, [REDACTED] (GS-14) has been handling the task, and in addition to looking into OTR's problems he was asked to study the scope of the guest speaker activities at external facilities. Getting the information on external activity has taken a lot longer than was thought since the major components kept few or no records -- suggesting to us a limited compliance with [REDACTED]

We are suggesting that the records and reporting function be centered with the Coordinator. With this we will be able to determine the magnitude of the speaker program.

Two suggestions:

1) In the memo to outside facilities, you may want to except requests being sent to the Director and DDCL.

2) You may prefer to have the procedures in the memo to the Deputies lifted and put into a Hqs. Notice.

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FORM 3-62

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